

1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

2. The second step is to gather relevant information and data. This may involve research, consultation with experts, or collecting data from various sources.

3. The third step is to analyze the information and data collected. This involves identifying patterns, trends, and relationships that can help in understanding the problem.

4. The fourth step is to develop a solution or answer. This involves applying the knowledge and skills gained from the analysis to the problem at hand.

5. The fifth step is to evaluate the solution or answer. This involves checking the results against the original problem and requirements to ensure that the solution is valid and effective.

6. The sixth step is to communicate the solution or answer. This involves presenting the findings in a clear and concise manner, using appropriate language and format.

7. The seventh step is to reflect on the process. This involves thinking about what was learned from the experience and how it can be applied to future problems.

8. The eighth step is to document the process. This involves writing down the steps taken and the results obtained, which can be useful for future reference.

9. The ninth step is to review the process. This involves looking back at the entire process to see if there were any areas for improvement or if the solution was indeed the best one.

10. The tenth step is to conclude the process. This involves finalizing the solution and ensuring that all requirements have been met.

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History		12/21/06	JH

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